State of Louisiana



DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

M. J. AMIKE® FOSTER, JR. GOVERNOR

MARK C. DRENNEN COMMISSIONER OF ADMINISTRATION

July 12, 2001

MEMORANDUMOSRAP 02-01

TO: Fiscal Officers

Purchasing Officers Contract Officers All ISIS Agencies

FROM: F. Howard Karlton, CPA

Director

SUBJECT: Vendor Assignments

In past OSRAP memos, we have mentioned that it is possible to change the location code of the vendor tied to CFMS contracts, AGPS purchase orders and AFS purchase orders to a location code different from the one referenced on the encumbrance transaction on subsequent payment transactions. It was not specifically pointed out that this feature is to be used when the agency has been notified by the Office of State Purchasing or the Office of Contractual Review that an assignment of proceeds, buyout/merger and/or assignment of contract have occurred.

The Office of State Purchasing (OSP) and the Office of Contractual Review (OCR) have the ability to establish vendor records with special location codes. These codes represent assignments of proceeds (A1, A2, etc), buyouts, mergers and assignments of contract (B1, B2, etc) and corporate name changes (C1, C2, etc). Only these agencies may establish vendors with these location codes.

In AGPS, the agency will change the location code to the special location code on OPAY for LDOs prior to setting the status code to 635. For all other order types the agency must change the location code on OINV at statuses of 605, 621 and 631. In CFMS the location code may be changed on the KENT screen at any status and it will default to all future KINV records. Another option is for the agency to change the location code on KINV at status code RDY on each payment. If the Office of Contractual Review has approved the contract, the agency cannot change KENT, OCR will have to make the change.

These location codes are established to allow agencies to continue processing payments on existing orders/contracts to entities that have a different FEIN/SSN than the one used to establish the order/contract. OSRAP will set the status code of these special vendor locations to status 3 - Suspended/Invalid Vend # as they are only to be used when making payments on existing activity and not for new orders/contracts. A vendor code under the correct FEIN/SSN may already exist for the vendor assuming responsibility for the orders/contracts or one will be created and new activity is to be associated with that vendor code.

For example XYZ Company has a state contract (400251) and was awarded 50 contract release orders in AGPS. All of these orders have been encumbered. ABC Company (FEIN 720612345) buys out XYZ Company (FEIN 720001234). OSP will establish a special vendor code, 720001234 B1, for ABC Company. Notes will be recorded in VNTE telling the agencies that

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location code 720001234 B1 is to be used to complete orders awarded under contract number 400251. (See the below screens.) State Purchasing will notify the purchasing officers with orders issued to XYZ Company that all future payments will be made to location 'B1'.

```
ENTER FUNCTION: CHANGE
                          TRANS: VENC
COMMON VENDOR TABLE (KEY IS VENDOR CODE)
                                                   DATE: 06/23/01
                            TIME: 12:06:23
VENDOR CODE.: 720001234 B1
                                         TERM: $DLJ
NAME.....: ABC COMPANY
                                 -----REMIT-TO-ADDRESS-----
NAME2.....:
ADDRESS.....: 102 ANTIOCH ROAD
ADDRESS2....:
CITY/ST/ZIP.: BATON ROUGE LA 70810
PARISH.....: 17 : EAST BATON ROUGE
COUNTRY.....: US : UNITED STATES
CONTACT .....: RICK JOHNSON
PHONE.....: 225 - 225 - 2255 - 0000
EMAIL...... R_JOHNSO@ ABC.ORG
FAX NUMBER..: 800 - 225 - 1001
FEIN/SSAN...: 720612345 PRIMARY VENDOR IND: N
1099 VENDOR IND..: N
                    MASTER VEND IND: N
BACKUP-WITHOLDING: N
                      PREVENT DELETION: N
REQUESTING AGENCY: 107110: DIVISION OF ADMINISTRATION
STATUS CODE.... 3: SUSPENDED/INVALID VEND#
                                                ACTIVATE (Y/N/C/P/S).: Y
01-325LW FEIN/SSAN NOT = VENDOR NUMBER
01-+SC08 PREVIOUS UPDATE SUCCESSFUL 01-*L030 UPDATE SCREEN PROCESSED
ENTER FUNCTION: GET
                        TRANS: VNTE
                             DATE: 06/23/01
VENDOR NOTES TABLE: KEY IS VENDOR NUMBER
                                                    TIME: 12:07:38
                             TERM: $DLJ
VENDOR NUMBER.....: 720001234 B1
VENDOR NAME 1 .....: ABC COMPANY
MAINTAINING AGENCY.: 107110: DIVISION OF ADMINISTRATION
STATUS CODE...... 3: SUSPENDED/INVALID VEND#
SCROLL ACTION.....: T LINE NUMBER:
                                   LINE TOTAL: 0000
    ------5-----6-----7
    THIS VENDOR CODE IS ESTABLISH TO ALLOW AGENCIES TO COMPLETE ORDER
    ACTIVITY ASSOCIATED WITH CONTRACT NUMBER 400251. NO NEW ORDERS SHOULD
     BE ESTABLISHED TO THIS VENDOR CODE. ALL PAYMENTS ON
     ORDERS REFERENCING THIS CONTRACT NUMBER SHOULD BE MADE TO THIS
    VENDOR LOCATION.
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If you have any questions regarding this memorandum, please contact the OSRAP Help Desk at (225) 342-1097.

FHK: rtj

C: Mr. Dale Beard Mr. Rick Frye Ms. Denise Lea Ms. Marie Frank Ms. Susan Smith